

REQUEST TO TRANSFER—APPROVAL AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES (See instructions on reverse)		LEA BLANK		RG	
UNIT		DATE RECEIVED		UNIT	
JOB NUMBER		DATE RECEIVED		JOB NUMBER	
1. TYPE OF ACTION		3. FROM (Transferring agency)			
☐ A. OFFER OF UNSCHEDULED RECORDS ☒ B. TRANSFER OF SCHEDULED RECORDS		A. FROM (Agency or establishment) Central Intelligence Agency B. MAJOR SUBDIVISION C. MINOR SUBDIVISION D. NAME OF PERSON WITH WHOM TO CONFER E. TELEPHONE F. MAILING ADDRESS Washington, D.C. 20505			
2. TO		C. REQUESTED TRANSFER DATE			
☐ A. RECORDS DISPOSITION DIVISION GENERAL SERVICES ADMINISTRATION—NCD WASHINGTON, DC 20408 ☒ B. NATIONAL ARCHIVES GENERAL SERVICES ADMINISTRATION WASHINGTON, DC 20408 ☐ C. REGIONAL ARCHIVES FEDERAL ARCHIVES AND RECORD CENTER GENERAL SERVICES ADMINISTRATION		STAT ASAP			
4. CURRENT LOCATION OF RECORDS		☒ A. AGENCY SPACE (Give location) Classified Storage in the Washington Metropolitan Area ☐ B. FEDERAL RECORDS CENTER (Enter location and FRC accession no.)			
A. DESCRIPTION OF RECORDS (Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are now in FRC (5). Continue on separate sheet of paper, if necessary.) Indochina Archives. Analysts' files of teletype copy of Vietnamese, Chinese, and Soviet media statements on the Vietnam war covering the peak years of US involvement in Indochina--1965-75. Material was used as basis for analytical articles. Files are organized in chronological order by source and topic. Files are unique, containing some material never published. Files maintained for historical purposes, to check					
B. EST. VOLUME		C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number)			
cu. ft. cu. mtr. 110		☐ YES ☒ NO			
D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute or FOI exemption that authorizes such restrictions)		E. RECORDS CONTROL SCHEDULE/ITEM			
None		FCI-263-77-8 Item 52a			
F. AGENCY REMARKS:					
6. STATEMENT OF AGENCY REPRESENTATIVE					
The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the Guide to the National Archives of the United States. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.					
A. SIGNATURE OF AGENCY REPRESENTATIVE		B. TITLE		C. DATE	
		Associate Agency Records		15 Nov 79	
7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION					
A. ☒ APPROVED SHIPPING OR DELIVERY INSTRUCTIONS:		B. ☐ DISAPPROVED, RECOMMENDED DISPOSITION OF RECORDS:			
Ship ASAP to National Archives Bldg., 7th & Pennsylvania Ave., NW, Wash., D.C. Delivery entrance is on 7th Street. Before shipping, please call Cary Conn (523-3070)		STAT STAT			
C. SIGNATURE OF ARCHIVIST REPRESENTATIVE		D. TITLE		E. DATE	
		Unit		3/26/79	
8. RECORDS RECEIVED NARS DEPOSITORY		A. SIGNATURE		C. DATE	
				STAT	

258-101

STANDARD FORM 258 (4-77)
PRESCRIBED BY GSA
FPMR (41 CFR) 101-11.411

REQUEST TO TRANSFER—APPROVAL AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES (See instructions on reverse)		LEAVE BLANK		RG
UNIT	DATE RECEIVED	UNIT	DATE RECEIVED	
JOB NUMBER NN3-263-79-1		JOB NUMBER		
1. TYPE OF ACTION		3. FROM (Transferring agency)		
☐ A. OFFER OF UNSCHEDULED RECORDS	☐ A. RECORDS DISPOSITION DIVISION GENERAL SERVICES ADMINISTRATION—NCD WASHINGTON, DC 20408	A. FROM (Agency or establishment) Central Intelligence Agency		
☒ B. TRANSFER OF SCHEDULED RECORDS	☒ B. NATIONAL ARCHIVES (NNB) GENERAL SERVICES ADMINISTRATION WASHINGTON, DC 20408	B. MAJOR SUBDIVISION		
	☐ C. REGIONAL ARCHIVES FEDERAL ARCHIVES AND RECORD CENTER GENERAL SERVICES ADMINISTRATION	C. MINOR SUBDIVISION STAT		
		D. NAME OF PERSON WITH WHOM TO CONFER		E. TELEPHONE
		F. MAILING ADDRESS Washington, D. C. 20505		
4. CURRENT LOCATION OF RECORDS		☒ A. AGENCY SPACE (Give location) Classified storage in the Washington Metropolitan Area		C. REQUESTED TRANSFER DATE ASAP
		☐ B. FEDERAL RECORDS CENTER (Enter location and FRC accession no.)		

5. RECORDS DATA

A. DESCRIPTION OF RECORDS (Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are now in FRC: 5). Continue on separate sheet of paper, if necessary.

Scientific Information Reports Nos. 1 through 9, Nos. 1 through 60, 2 Feb. 58 - 23 Dec. 60
Soviet Bloc International Geophysical Year Cooperation Nos. 1-150, 7 Feb. 58 - 23 Dec. 60

☐ SF 135 ATTACHED

B. EST. VOLUME		C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number for most recent notice)	
cu. ft.	cu. mtr.	☐ YES	
3		☒ NO	
D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute or FOI exemption that authorizes such restrictions)		E. RECORDS CONTROL SCHEDULE/ITEM NO.	
None		NC1-263-77-8 Item 19a(2)	

F. AGENCY REMARKS:

6. STATEMENT OF AGENCY REPRESENTATIVE

The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the Guide to the National Archives of the United States. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to

A. SIGNATURE OF AGENCY REPRESENTATIVE		B. TITLE Associate Agency Records Management Officer		C. DATE 19 Oct. 1978
7. ACTION		RDS SERVICE, GENERAL SERVICES ADMINISTRATION		
A. ☒ APPROVED SHIPPING OR DELIVERY INSTRUCTIONS: Box and ship to National Archives Building, 7th and Pa. Ave. NW (enter loading platform from 7th St.). Contact Michael Kurtz, 523-3070 prior to delivery.		B. ☐ DISAPPROVED, RECOMMENDED DISPOSITION OF RECORDS:		STAT STAT
C. 8. RECORDS RECEIVED NARS DEPOSITORY		D. TITLE Director NNM		E. DATE 10/28/78
A. SIGNATURE		B. TITLE		C. DATE

June 27, 1978

[redacted]
Chief
Information Systems Analysis Staff
Central Intelligence Agency
Washington, DC 20505

STAT

Dear [redacted]

STAT

Thank you for your letter of June 14, 1978, indicating that your agency is giving consideration to the retirement of some of its noncurrent records to the National Archives. We understand, of course, that the need might arise for you to have access to such records on an urgent basis. The following are responses to the questions you have asked about access:

1. If precise identification is furnished for the documents desired and the quantity is small, we should be able to locate them and make electrostatic copies for the agency on very short notice--probably only a few minutes. A nominal fee would be charged for such copies. If the records involved are more voluminous and agency need for them is expected to last for some time, the original records can be sent back on loan. Such requests are normally filled within a day or two of receipt, depending upon the amount involved, and are made for a 30-day period. Our archival loan messenger makes regular deliveries and pick-ups each day; however, your agency could expedite service by sending its own messenger.
2. Staff members are not available in the National Archives building to service records after normal working hours. Arrangements for providing such service in an emergency could be worked out. We will provide your agency with the names and home telephone numbers of staff members with appropriate clearances and knowledge of the records. As the archives personnel concerned would have to proceed to the building from their homes, promptness of response would depend upon the travel time necessary in specific instances.

2

3. For purposes of research in the National Archives building, records would normally be made available in the research room of our Modern Military Branch, which meets requirements for classified research. If "private" research space were needed, we could accommodate agency personnel for limited periods of time in secure work rooms of our Records Declassification Division.

It may be mutually advantageous for appropriate members of the staff of this office to discuss details of these matters with the members of the staff of your office who will have liaison responsibilities after the records are transferred to National Archives custody.

Sincerely,

Mabel E. Deutrich

MABEL E. DEUTRICH
Assistant Archivist
of the National Archives

14 June 1978

MEMORANDUM FOR: Dr. Mabel E. Deutrich
Assistant Archivist
Office of the National Archives
Eighth and Pennsylvania Avenue
Washington, D.C. 20408

FROM:

Chief, Information Systems Analysis Staff

STAT

SUBJECT: Agency Access to Records

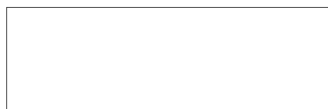
Now that the Agency's systematic Declassification Review Program is underway, several problems have surfaced regarding needs that might arise for the Agency to have quick and ready access to any of its records that may be turned over to NARS as a part of this ongoing effort. Though the records involved should, for the most part, be completely inactive, circumstances and events may dictate that the Agency have almost immediate access to any or all of its material that may have been offered to and accessioned by NARS.

To aid us in dealing with this problem it would be most helpful if NARS could provide us with "official" answers to the following questions:

1. In the normal course of business, how rapidly can copies of required Agency documents be made available?
2. What arrangements can be made for the servicing of special Agency requests during weekends, holidays or normal non-business hours?
3. For purposes of research, can Agency personnel have direct access to those of our records that have been accessioned by NARS and can "private" research areas be available for use by those Agency personnel that are under cover?

Your answers to the above questions will be most appreciated and hopefully will provide us with the information we need to address those problems we perceive may be associated with the offering of certain Agency records to NARS.

Sincerely yours,



STAT